



# Policy Manual

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Adopted by the Library Board 09-15-04

## Public Library System

## Loan Guidelines

### Policy Statement:

Library users are assured of fair and equitable access to all library materials.

### Regulations:

1. **Loan of materials:** There is a checkout limit of 30 items per library card. Loanable materials have a maximum of 6 renewals. Loaned materials are considered lost when not returned 10 days after the due date. Accounts with lost items will be charged an actual cost for each item. Returning the item in good condition will remove the cost charge.
2. **Holds:** The entire collection is available to be placed on hold with the exception of the subset of materials designated MOST WANTED and materials designated for in-library use only.
3. **Suspension or revocation of borrowing privileges:** Section 20-20 of the City of Scottsdale Revised Code gives the Library Director the right to suspend or revoke borrowing privileges when fines are not paid, library material is not returned, fees are not paid, or library policies are not followed.
4. **Equipment malfunctions:** The library is not responsible if a patron's equipment malfunctions when playing DVDs or CDs borrowed from the library.

### Procedures:

1. **Overdue Notices:** As a courtesy, the Library will notify patrons with overdue materials and/or fees. A collections notice is sent when a patron has materials 45 days overdue and charges are \$25.00 and over. These accounts incur a collection agency fee.
2. ~~**Fine Notices:** As a courtesy, the Library will also notify Patrons with fines though the materials have been returned. A collection notice is sent 45 days after the first fine notice when fines are \$25.00 and over. These accounts incur a collection agency fee.~~
3. **Patron Holds:** Patrons will be notified by mail, e-mail or text when the requested item is available. There is a limit of 12 holds per account.
4. **Library Staff:** Library staff must check out all materials for personal use through circulation channels in accordance with the policies established for all library patrons. Staff are responsible for any fines lost or damage charges incurred.
5. **Interlibrary Loans:** Interlibrary loans (loans between other library systems) are governed by a separate policy. If you choose to use this service, please refer to the Interlibrary Loans policy. (see "Interlibrary Loans" PUB-5)